

Sickness Absence Procedures for CA Employees

Step One: First Day of Illness

- **Notify your immediate supervisor** or OMA of your absence and your anticipated return to work date.
- Request sickness absence procedures and necessary documents from your supervisor or from Health, Benefits, and Employee Services (HBE).
- Timecard entries should reflect "ill"
- Call CA Health Services to determine whether you need to return to work through Health Services for absences less than 7 consecutive calendar days.
- If your absence is expected to continue beyond six (6) consecutive calendar days, proceed to Step Two.

Step Two: Seven (7) Consecutive Calendar Days of Sickness Absence

- **Visit a personal health care provider** within the first seven (7) consecutive calendar days of sickness absence. Take medical documentation with you (see next bullet).
- **Provide medical documentation** to Health Services within 14 calendar days of commencement of absence. Acceptable medical documentation includes one of the following:
- Copy of *Doctor's Certificate* (page 3 from SDI claim form (DE2501) may be obtained from your manager, CA HBE, or downloaded (Step 3, File SDI claim)
- Physician's Certificate of Disability (PCD) form, SF 4560-G, may be obtained from your manager, CA HBE, or downloaded from <http://www.sandia.gov/resources/emp-ret/corpforms/4560g.doc>
- **Return to work** through Health Services.
- If your absence is expected to continue beyond seven (7) consecutive calendar days, proceed to Step Three.

Step Three: Beyond Seven (7) Consecutive Calendar Days of Sickness Absence

Under the provisions of Sandia's Sickness Absence Plan (SAP), **employees will continue to receive sickness absence pay from Sandia, minus eligible California State Disability Insurance (CA SDI) benefits.** Your SDI benefit will be deducted from future paychecks.

- **File SDI claim** (Form DE2501) directly with the State. Claim filing instructions and Form DE2501 may be obtained from CA HBE or downloaded.
- SDI claim form (DE2501): <http://www.edd.cahwnet.gov/direp/de2501.pdf>, or use attached template:



DE2501 SDI Claim
Form Template...

- Instructions: <http://www.edd.cahwnet.gov/direp/dicfp.htm>; or see attached "How to Apply" document:



HOW TO APPLY
OR CA SDI BENEFIT..

- Provide Sandia a copy of the **Doctor's Certificate** (pg. 3 of SDI claim) or **PCD**.
- Provide Sandia a copy of the **Notice of Computation** and all SDI check stubs (Send to L. Sager, MS9112)
- Convert to a standard 8-hour day work schedule.
- **Return to work** through Health Services.

LINDA SAGER - (925) 294-3021

MEDICAL CASE MANAGER – (925) 294-3806

FAX - (925) 294-1248

CA HEALTH SERVICES – (925) 294-2700

You can also access these instructions from the external Sandia website at <http://www.sandia.gov/resources/emp-ret/spd/index.html>. If you have questions or would like more information, please feel free to call me or schedule a meeting via Outlook.